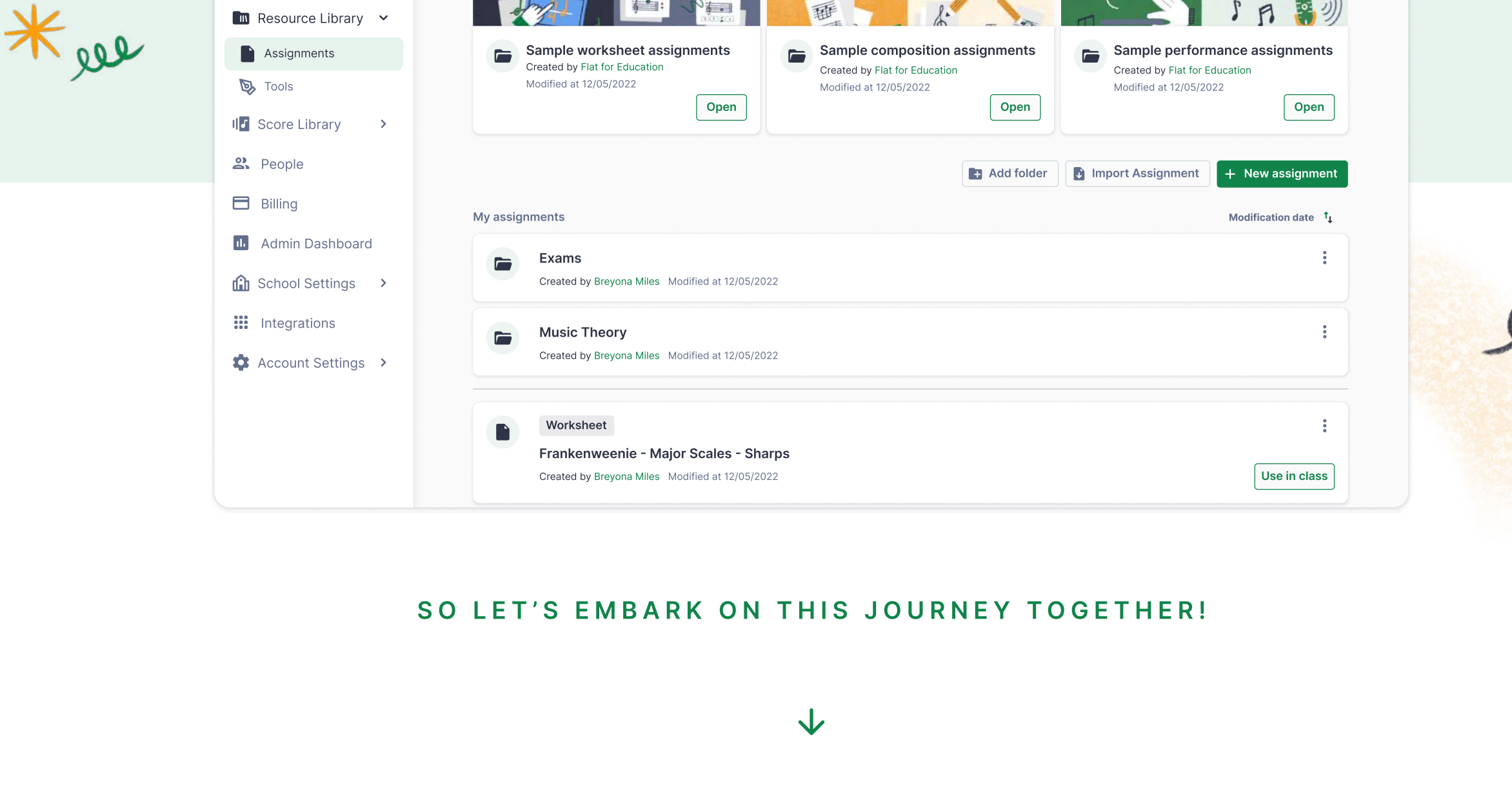


Welcome to the updated Flat for Education!

We are thrilled to help you start the new term with confidence and efficiency. In this comprehensive guide, we bring together valuable information and essential tips to empower you and your fellow teachers.



SO LET'S EMBARK ON THIS JOURNEY TOGETHER!

SECTION ONE

Manage accounts

For admins only

01. Manage permissions

If you are the account admin, you have the ability to manage permissions for all the other teachers in your Flat for Education account. This feature is particularly useful if you want to grant them access to manage their students.

→ To allow teachers to remove students (at the end of a term, for example) go to: **School Settings > Allow teachers to remove student accounts > Yes**

→ The account admin also has access to different pages such as School Privacy, Billing, and Admin Dashboard, which allow for efficient management of licenses and accounts.

Allow teachers to remove student accounts Yes

When teachers remove one of their classes, they will be offered the option to remove student accounts that are no longer part of any classes.

02. Purchase licenses

Students and teachers require licenses to access Flat for Education. As the account admin, you can directly purchase licenses from the "Billing" section of your Flat for Education account. If you are a teacher and need assistance with this step, please contact edu@flat.io.

If you are still on your 3-month free trial, please note that you can add as many teachers and students as needed!

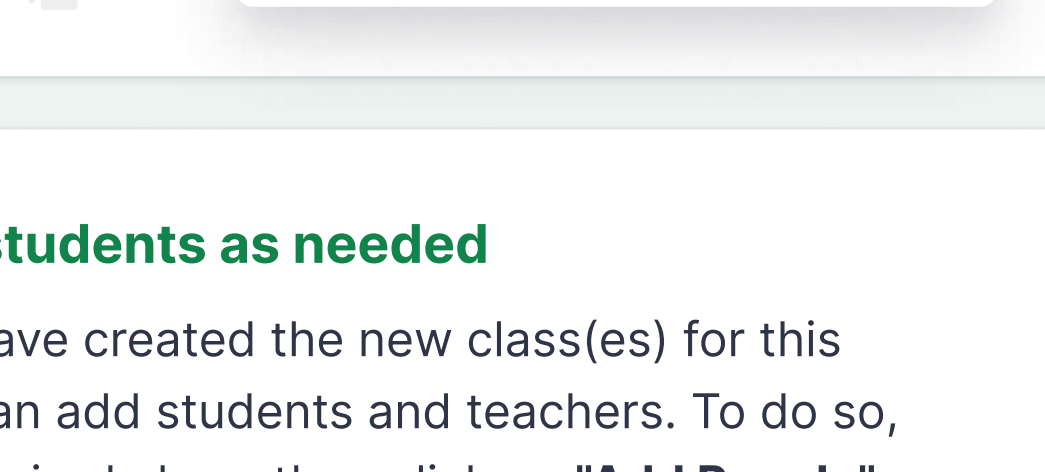
SECTION TWO

Create classes and add students

Each class will have a specific set of students, and you can create assignments for your classes as needed.

01. Create a new class

To create a new class, click on the "My Classes" tab on the left side of your screen. Then click on the button "Create a New Class" in the center of your screen.

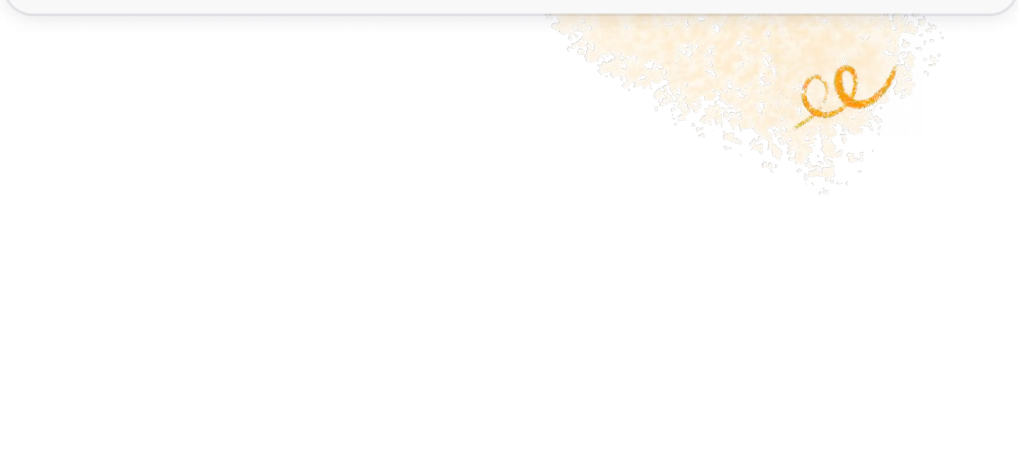


02. Add new students as needed

Once you have created the new class(es) for this term, you can add students and teachers. To do so, open the desired class, then click on "Add People". You will have multiple options available, depending on your preferences.

You can choose to invite students by connecting your favorite Learning Management System (LMS), sending an invitation link, adding existing users from your Flat for Education account, or creating unique username and password combinations.

Need help adding your students? Email edu@flat.io for personalized support.



SECTION THREE

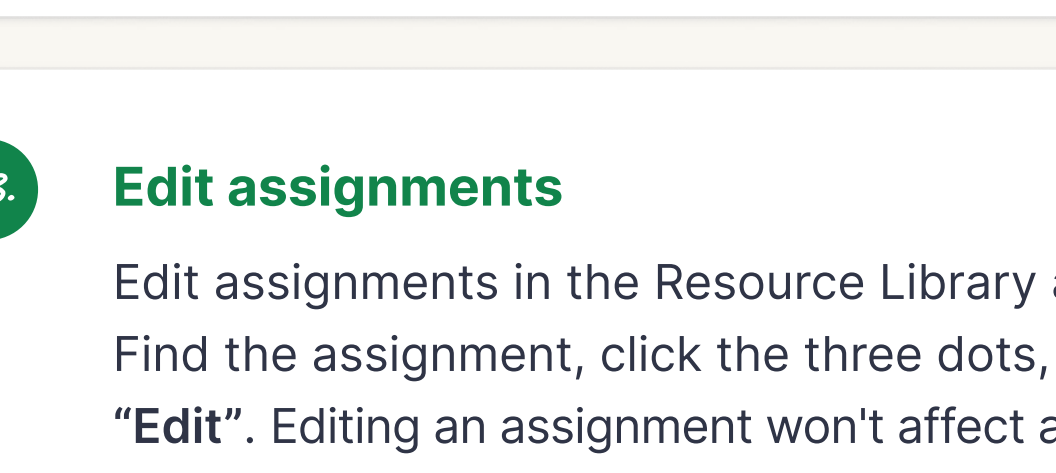
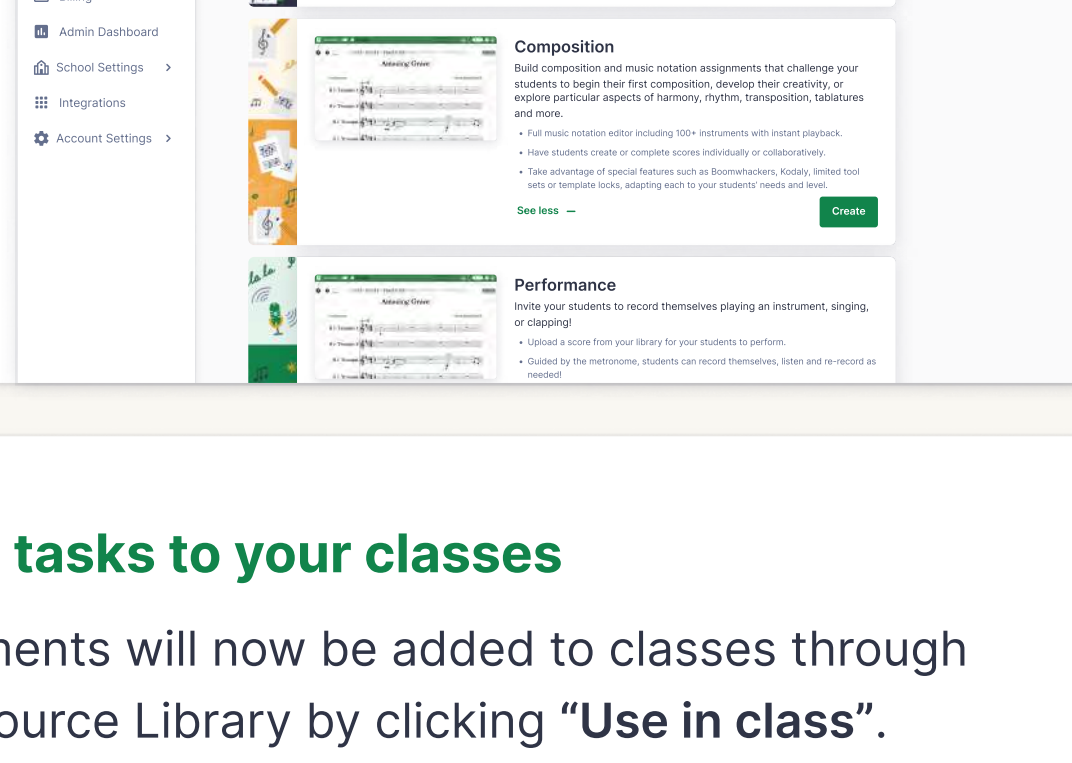
The Resource Library

This is where you will create and store all assignments, a database for past, present, and future classwork!

01. Create assignment

To create a new assignment, open the Resource Library, and click on the "+ New assignment" button. You will then have the choice between **Worksheet**, **Composition**, and **Performance** assignments.

For more information about each assignment type, check out our deep dive section at the end of this guide.



02. Assign tasks to your classes

Assignments will now be added to classes through the Resource Library by clicking "Use in class".

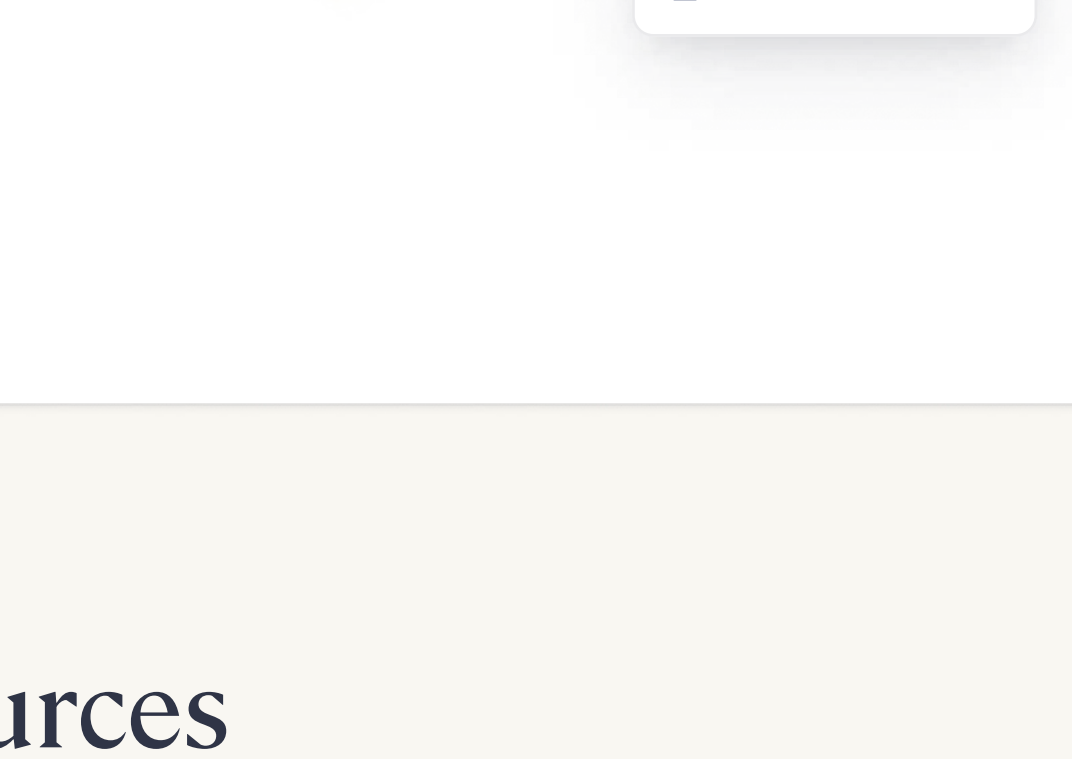
Tip: You can assign tasks to multiple classes, customizing the publication date for each class as needed.

03. Edit assignments

Edit assignments in the Resource Library at any time. Find the assignment, click the three dots, and select "Edit". Editing an assignment won't affect assignments that have already been published to a class; changes are only saved in the library.

Tip: To edit a published assignment, open it in the class and click "Edit".

Publication dates can't be changed. Worksheet assignments can't be edited or added to once published.

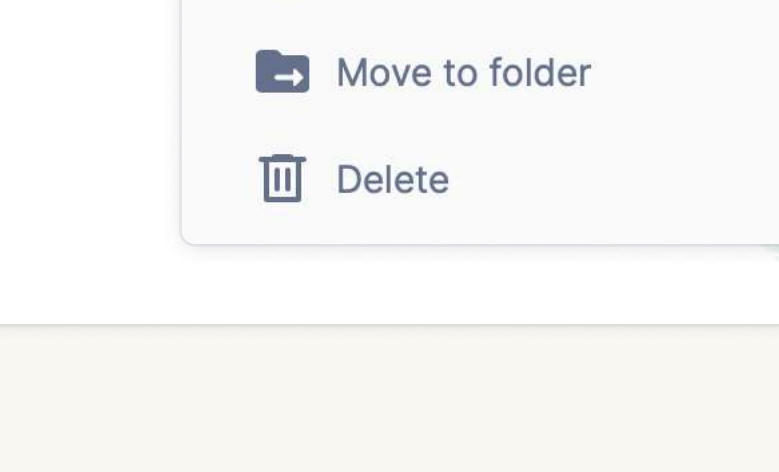
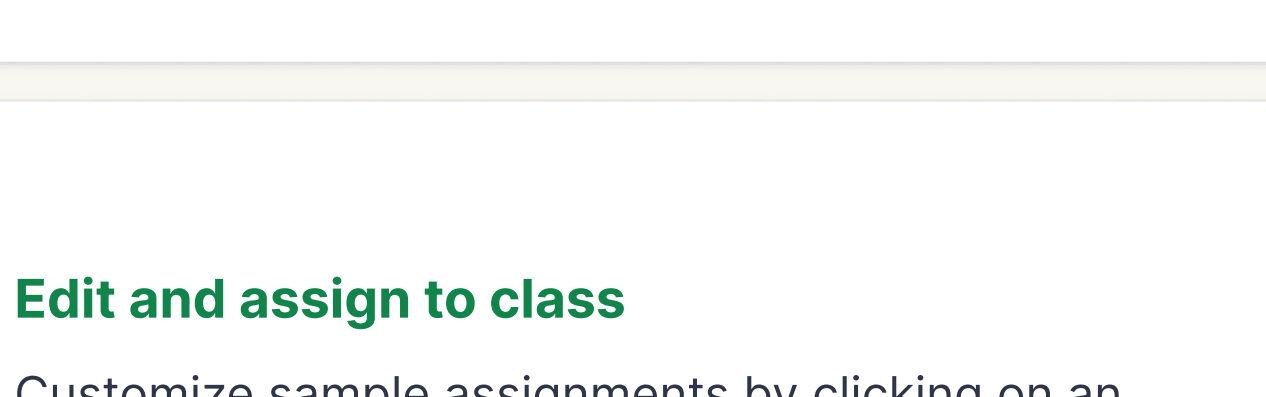


Sample Resources

The Resource Library also contains some pre-made assignments!

01. Explore and add to your library

Browse the sample assignment folders in the Resource Library to find inspiration and see examples of different levels and types of assignments. Add samples to your own Resource Library by clicking "Add to My resources".



02. Edit and assign to class

Customize sample assignments by clicking on an assignment to open it and then clicking "Edit".

Once you are ready to share a task with your students, click on "Use in class".

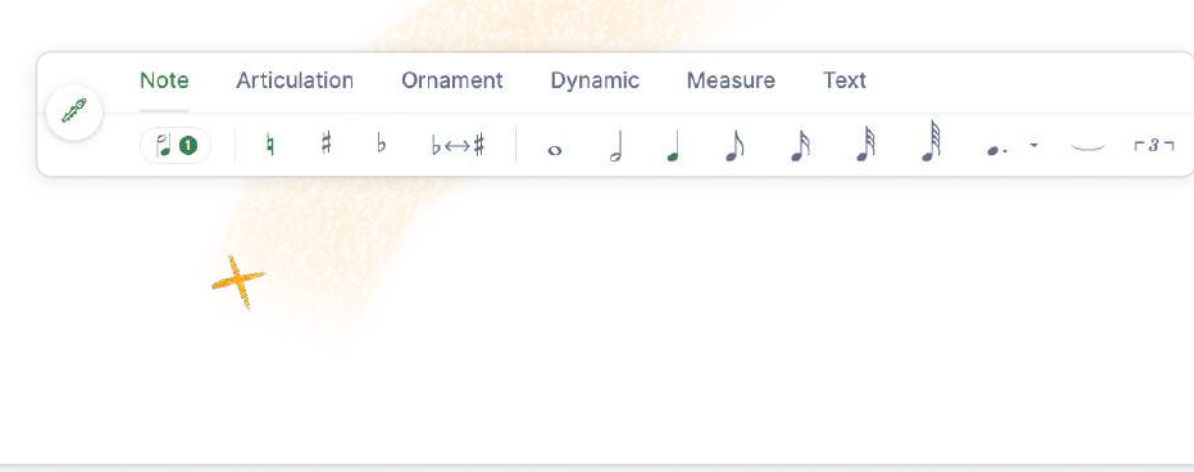
SECTION FOUR

Using the Notation Editor

Flat for Education provides a powerful yet easy-to-use notation editor that you can use to create scores and assignments for your students. Each student also has access to their own notation editor!

01. Create a new score

Once you are logged in to Flat for Education, click on the "Score Library" button on the left-hand menu. In the new window that appears, choose a title and click on "Continue". Then select the different instruments you want to add to the document. We have over 100 instruments available, sorted into different categories.



02. Inputting your first notes

Flat for Education, the measures are always filled with notes or rests to match the time signature.

For more tips on using our notation editor, explore our tutorials [here](#).

Editor tools: customizations and special features

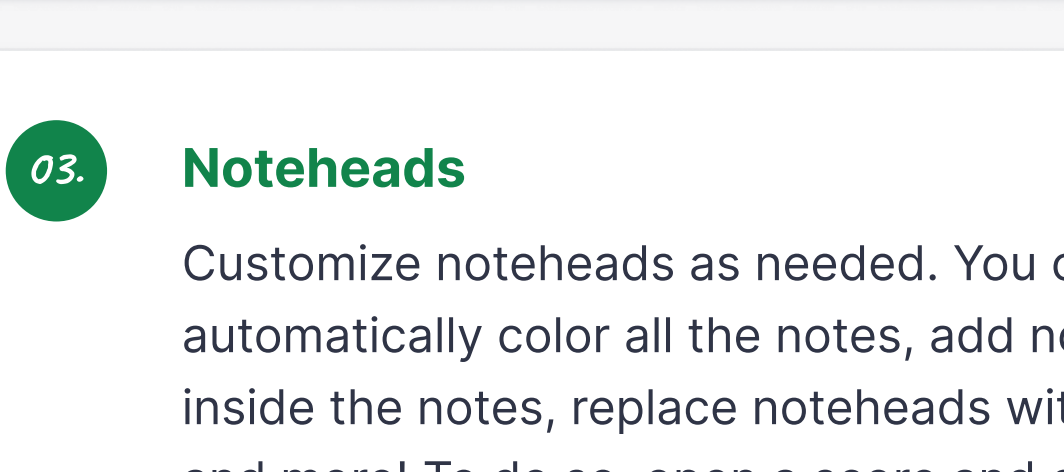
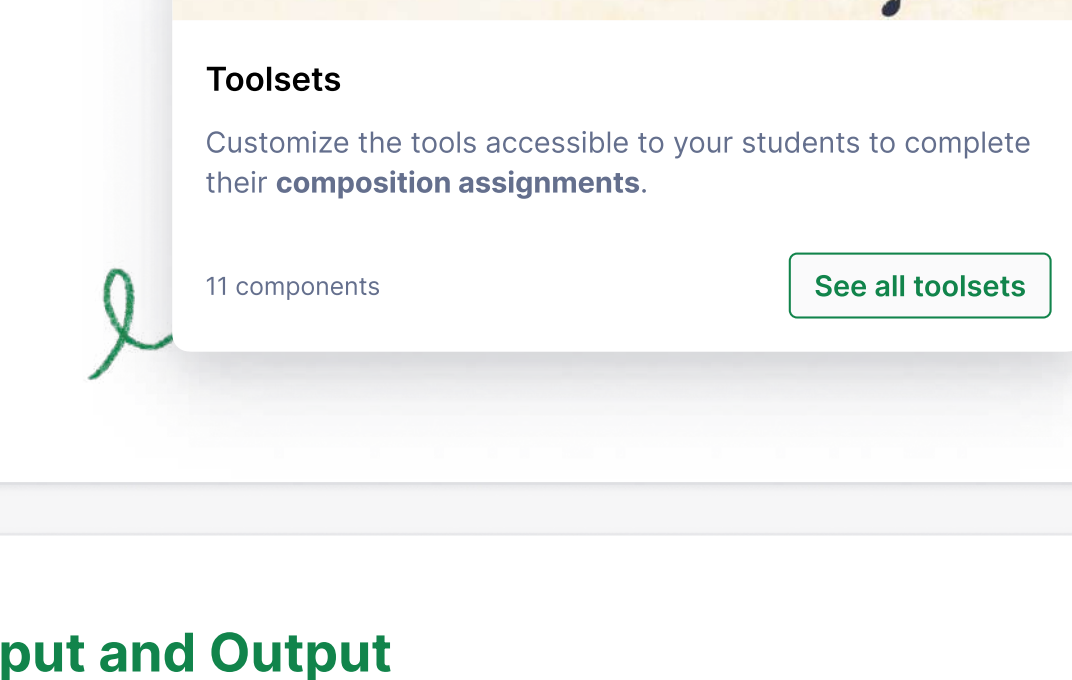
In this section, we'll spotlight a few of our teacher-editor features!

01. Explore the Toolset Library

Personalize the tools available in the Editor Interface to suit your students' skill level and focus their attention on the specific notations required for composition assignments.

To access the Toolset Library, navigate to Resource Library > Tools and click on "Editor tools".

Tip: Any pre-existing toolset you've created in the past will be automatically merged with your library.

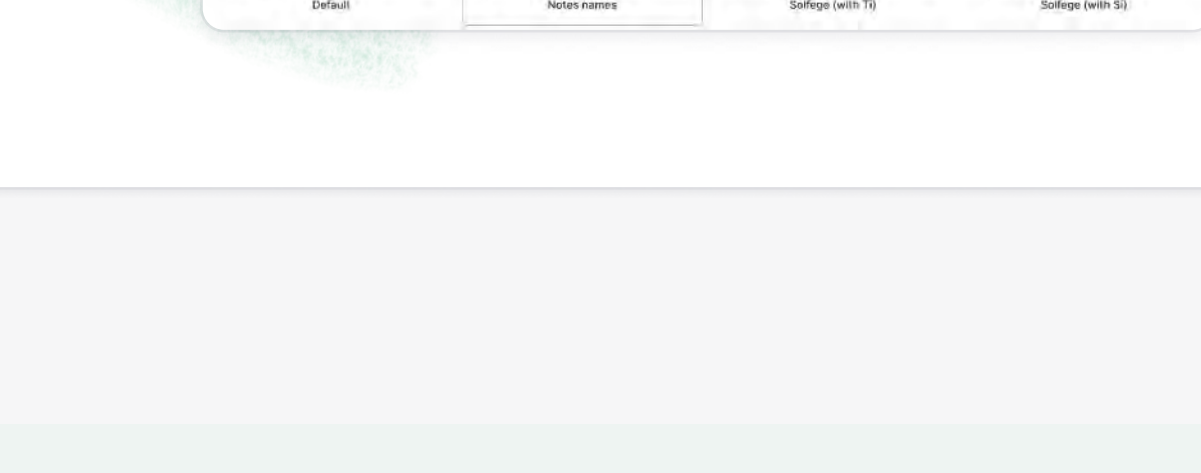


02. MIDI Input and Output

Plug your MIDI into your laptop/desktop to quickly input pitches and use our live recording feature. Click on the MIDI icon next to the Playback button to **setup or select your device**.

03. Noteheads

Customize noteheads as needed. You can automatically color all the notes, add note names inside the notes, replace noteheads with symbols, and more! To do so, open a score and click on the "Layout Setting" icon. From there, click on "Noteheads" and select the desired options. Click on "Save" and you're all set!



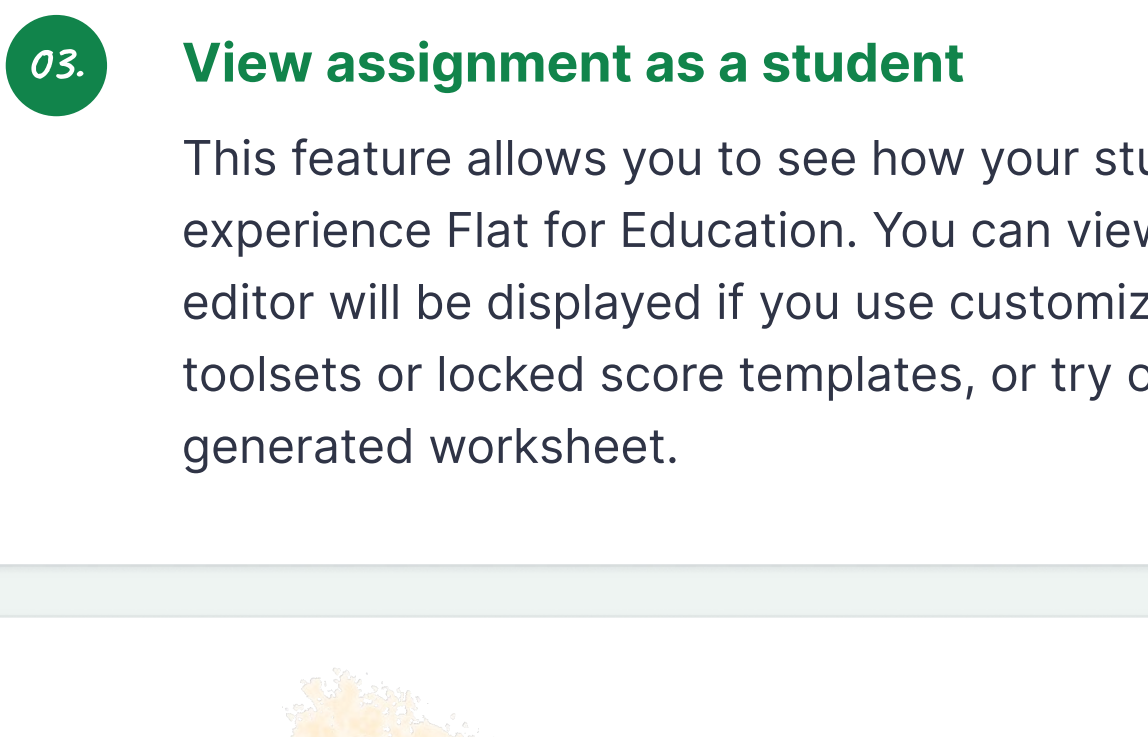
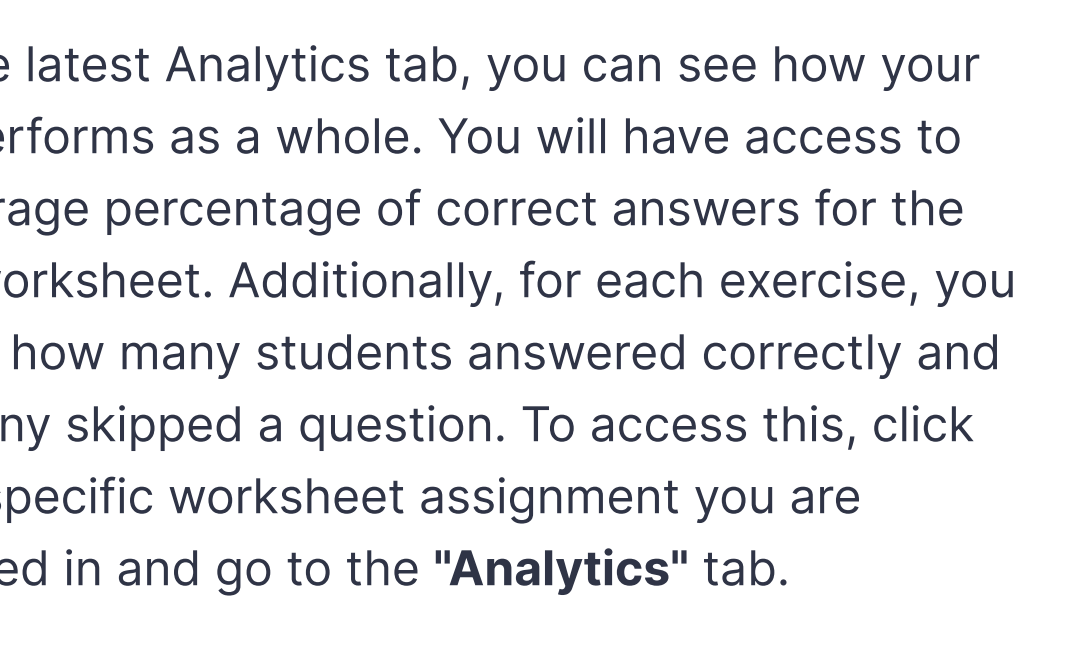
SECTION FIVE

Teacher-specific features

Discover some key features that will help you optimize your time on Flat for Education!

01. Reset student work

Save time and stay organized with Flat for Education's submission review and grading tools. Our platform allows you to quickly navigate between student submissions, automatically add grades to your LMS gradebook, and reset submissions when needed.



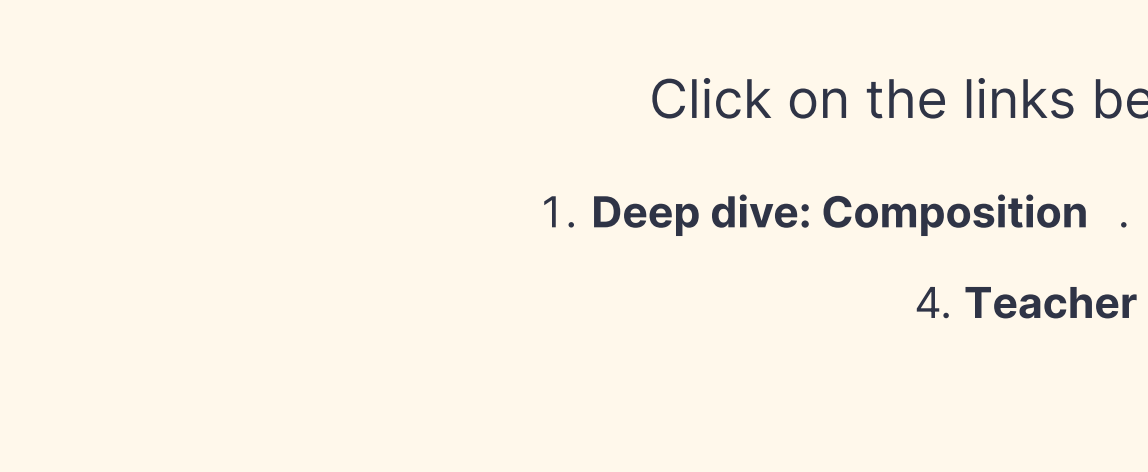
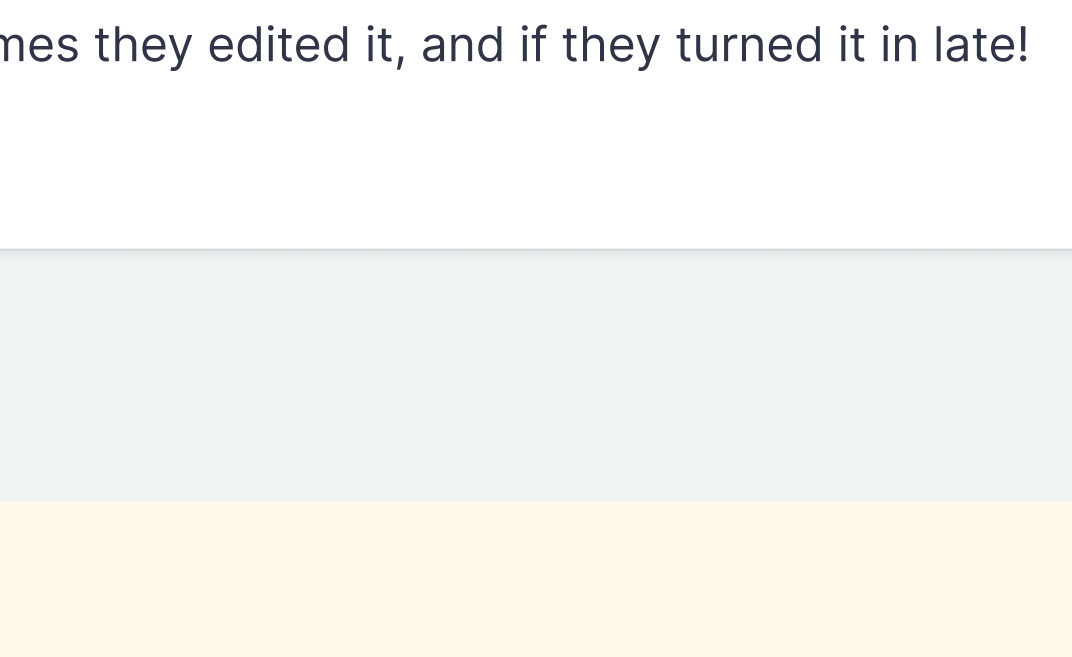
02. Worksheet analytics

With the latest Analytics tab, you can see how your class performs as a whole. You will have access to the average percentage of correct answers for the entire worksheet. Additionally, for each exercise, you can see how many students answered correctly and how many skipped a question. To access this, click on the specific worksheet assignment you are interested in and go to the "Analytics" tab.



03. View assignment as a student

This feature allows you to see how your students will experience Flat for Education. You can view how the editor will be displayed if you use customized toolsets or locked score templates, or try out a generated worksheet.



04. Submission history

Easily review student work with a straightforward, intuitive Submission History. This allows you to see how your students worked on the assignment, how many times they edited it, and if they turned it in late!

Additional resources

Click on the links below to learn more about specific topics

1. Deep dive: Composition
2. Deep dive: Worksheet
3. Deep dive: Performance
4. Teacher video tutorials
5. Student tutorials

Need anything?

Email us at edu@flat.io or explore the resources below